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FWP Seminar—July 13

The Office of the Federal Women's Program in cooperation with the U.S. Civil Service Commission's Personnel Management Training Center will sponsor a one-day training seminar on the Federal Women's Program on Wednesday, July 13, 1977, at the Sheraton Park Hotel, Washington, D.C. The seminar is designed to familiarize Federal, State, and local government participants with topics of interest to the Federal Women's Program. The seminar will be held the day before the National Training Conference of Federally Employed Women.

Jane McMichael, Executive Director, National Women's Political Caucus will begin the seminar with a discussion on the role Federal Women's Program Coordinators have played in assisting women in appointments to top-level Federal positions. Thirteen workshops will be offered, including: Program Management; CSC Regulations for Class Action Complaints; Basics for Brand-New FWPC's; Special Concerns of Minority Women; Child Care in the Federal Government; and Recruiting Women for Top-level and Non-Traditional Jobs.

Early registrants will be assigned the two workshops of their choice; others will be placed as space permits.

Nominations must be received by the Civil Service Commission, EEO Training Institute-FWP13, Personnel Management Training Center, Bureau of Training, 1900 E St., NW, Washington, D.C. 20415, by June 18, 1977. Nominations will be accepted on a first-come first-serve basis.

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EEO
Spotlight

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Dr. J. Rupert Picott, Executive Director, Association for the Study of Afro-American Life and History, congratulates Raymond Jacobson, Executive Director, U.S. Civil Service Commission, on the Commission's exhibit, "Black Achievers From the Pages of American History," which commemorates National Afro-American History Month, February 1977. The display was located in CSC's Central Office in Washington, D.C. and featured illustrations of 16 prominent Black Americans, past and present, whose achievements and attainments are symbolic and illustrative of many others throughout the pages of American history.

CSC Adopts Class Action Regs

The U.S. Civil Service Commission recently announced that it has adopted regulations for the processing of class complaints of discrimination on behalf of employees, and applicants for employment, in the Federal Government.

A class is defined as a group of employees or applicants, on whose behalf it is alleged that they have been, are being, or may be affected adversely by an agency personnel policy or practice which the agency has authority to rescind or modify, and which discriminates against the group on the basis of their common race, color, religion, sex, national origin, or age.

An employee or applicant who believes that he or she has been discriminated against in common with other persons similarly situated may file a complaint on behalf of the entire group.

The regulations require the employing agency to give notice of the complaint to all members of the class. Inasmuch as resolution of class complaints is binding on all members of the class, the agency must also provide members an opportunity to remove themselves from the class.

The new regulations were published in the FEDERAL REGISTER March 1, 1977, and became effective April 18, 1977.

CETA Program at IRS Andover

The Internal Revenue Service Center in Andover, Mass., has a stable permanent workforce but relies heavily on seasonal employment. Vacancies which occur in permanent positions, except in the professional categories, were and have been filled mostly by conversion from seasonal to permanent employment.

The Service Center, located in the Merrimack Valley, is near the economically depressed areas of Lowell and Lawrence, Mass., whose populations include significant numbers of Hispanics and Blacks.

A Civil Service Commission evaluation and follow-up in fiscal years 1974 and 1975 showed needs for improvement in the Center's equal employment opportunity program. As one response to the evaluation, the director of the Center hired a full-time EEO officer, who looked into the Comprehensive Employment Training Act (CETA) Program as a means of improving the Center's EEO posture.

The Comprehensive Employment Training Act of 1973, Public Law 93-203, was enacted to provide job training for economically disadvantaged, unemployed, and underemployed persons through a flexible and decentralized system of Federal, State, and local programs.

The Service Center chose to participate in a CETA Program with the city of Lawrence, Mass., and a Memorandum of Understanding between them was signed, funding was obtained, and support was sought from minority and nonminority community leaders. Because many potential participants were Hispanic, a bilingual counselor was hired to help implement the program.

The goal of the program is to assist participants to successfully compete in the written Civil Service tests required to obtain certification in one or more clerical classifications. With certification, the successful competitor is offered employment within the agency if a vacancy exists or is provided referral assistance for employment with other agencies within the Boston Metropolitan area.

Ramon Diaz and Belarminio Nunez, foreground, review output in the Computer Branch. Observing them are, l to r, Director M. Eddie Heironimus; Carter Lowe, EEO Officer; and George White, Regional Federal EEO Representative for the Civil Service Commission's Boston Region.

The IRS Center is a host training facility where the participants work four days a week and take part in classroom activities on the fifth day. Service Center employees, including a part-time college professor, a former high school teacher, an employee with a master's degree in education, and others volunteered to lead the CETA participants in classroom study.

Special service examinations were given to some 40 CETA participants in an effort to help them pass the Boston Civil Service clerk-typist examinations. Some 50 percent passed.

Through the Service Center's effort, seven CETA participants have become full-time Federal employees; three have gone into private industry; and ten inspired by their success and Service Center experiences have returned to school. The seven participants now in Federal employment are Hispanic.

Of the CETA participants who entered the Federal Service, two are with the Environmental Protection Agency and four are with the Department of Housing and Urban Development. The Internal Revenue Service Center itself has gained one full-time and five seasonal clerk-typists through the program.

For further information, contact Carter Lowe, EEO Officer, Internal Revenue Service Center, Stop 104, 310 Lowell Street, Andover, Mass. 01812, telephone 617-475-8330, Ext. 166 or FTS 8-840-9166.

Seminar cont'd

Federal agencies must submit an Optional Form 170 for each participant. State and local agencies should submit a letter from an authorized official and should include: 1) title and date of seminar, 2) name, address, position title, and brief description of duties of the nominee, and 3) name of office to be billed. (Cash or checks will not be accepted at time of nomination). The cost of the FWP Seminar is $30.00 per participant. Cancellations may be made up to seven calendar days before the workshops.

For more information on this seminar, contact the Office of the Federal Women's Program, USCSC, 1900 E St., NW, Room 7540, Washington, D.C. 20415 or telephone 202-632-6870.

Census and the Job Element Method

The Bureau of the Census of the Department of Commerce offers its clerical employees the opportunity to train for and enter professional positions through its new Professional Careers Programs. The program, developed by the Upward Mobility Office at the Census Bureau, allows selected employees to enter occupational specialities such as statistician, computer programmer, geographer, personnel management specialist, budget analyst, management analyst and others.

The program is open to full-time Census employees with at least one year of current continuous service at the GS-5 to GS-9 level. Employees are reassigned to trainee positions in their new career field at the time of selection. Trainees receive both on-the-job experience and academic training to meet the requirements for the professional position. Training plans, tailored to reflect each trainee's past experience and academic background, outline specific courses and on-the-job training assignments for each trainee. Participants in the program receive up to 12 hours per week of work-release time for taking academic training. Upon successful completion of the program, trainees are converted to professional positions. The target grades are at GS-7 for employees who enter the program at the GS-5 and GS-6 levels, and GS-9 for employees who enter the program at the GS-7,8, or 9 levels.

After the target positions were identified, the major concern of the Upward Mobility Office was the selection method to be used. Two primary objectives in designing the selection procedure were that it: 1) validly predict job success, 2) measure only job-related behaviors. To meet these objectives the Upward Mobility Office chose the Job Element Analysis Method. Job Element Examining focuses on entry and full performance requirements and identifies two sets of requirements: 1) immediate knowledges, skills, abilities and personal characteristics of the entry level; and 2) long-range potential to acquire knowledges, skills and abilities and personal characteristics of the full-performance level. A major difference between this and other procedures is that it centers on characteristics of successful workers.

Staff of the Upward Mobility Office developed skill in Job Element procedures by consulting with Mr. Ernest Primoff and Dr. James Caplan of the Civil Service Commission's Personnel Research and Development Center. Meetings with agency subject-matter experts were conducted to identify the critical job elements. When the list of job elements had been identified, it was used in developing four selection instruments: a work sample exam (written test), a self-evaluation form, a supervisory evaluation form, and a panel interview. The instruments measure the degree to which an applicant possesses the job elements. The instruments also provide each applicant several opportunities to demonstrate ability to perform the job. For example, the self-evaluation form allows applicants to submit any evidence from their past, either on or off the job, which demonstrates that they possess the desired elements. The written test is composed of several examples of the actual work to be performed in the target job. Applicants, when taking the work sample exam, are not required to possess a previous knowledge of the job. The exam is designed to measure the applicant's ability to learn the skills and knowledges which are needed for the specific job. Prior to each exam, applicants are given a study guide to review and to which they may refer during the exam.

To help assure that the selection process is free from bias, names and other identifying information are removed from applicant's selection instruments before scoring and evaluation. Two groups of professional employees from the occupational area of the target position are involved in evaluating the applicants' selection papers. One group develops procedures for scoring and rating the selection papers and determines the cutoff point to be used in deciding which applicants are to be eliminated from the selection process. Another group applies the scoring procedures to individual papers and—to further guard against bias—each applicant's selection instrument is rated by a group rather than a single individual.

Some 35 training positions in the Professional Careers Program have been filled. Statistician and computer programmer trainees have already been selected and placed in trainee slots, and selection instruments for geographers and several administrative jobs are currently in preparation. Employees and managers have reacted favorably to the program. Managers are particulary pleased with the trainees' performance and demonstrated potential to perform the work of the target job.

For more information contact Barbara J. Stanard, Chief, Office of Upward Mobility, Personnel Division, Bureau of the Census, Washington, D.C. 20233.

SSP Recruits Clerks

A major objective of the Spanish Speaking Program (SSP) for Fiscal Year 1977 is the recruitment of Hispanic Americans for difficult to fill positions. This includes clerk-typist and clerk-stenographer positions in certain metropolitan areas, especially Washington, D.C. Previous efforts by Federal agencies to recruit Hispanics outside the Washington, D.C. area for these positions have met with limited success. The retention rate of those clerical employees who did come to Washington, moreover, has been poor.

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SSP Recruits cont'd

The task force of SSP Coordinators, formed under the auspices of the Civil Service Commission's Office of the Spanish Speaking Program, recommended that field SSP Coordinators participate in special recruitment efforts and that Washington, D.C. area SSP Coordinators assist newly recruited Hispanic clerical employees in their adjustment to the District of Columbia area. The task force found that Hispanic clerical employees new to the Washington area need help with housing referrals, social activities, emergency aid, and personal counseling in the form of "big brother" or "big sister" programs.

The Office of the SSP has asked that Civil Service Commission Area Offices brief respective SSP subcommittees on the clerk-typist and clerk-stenographer examining and referral processes, and on how to work closely with agency staffing personnel and the CSC in this recruitment effort.

The objectives of this recruitment activity are: to develop well-coordinated recruitment drives using the resources of local SSP subcommittees working closely with CSC area offices; to recruit qualified clerk-typist and clerk-stenographer candidates for filling current or projected staffing needs, if they exist locally; to enable field SSP coordinators to work closely with their agencies in referring candidates to headquarters offices; and, to assist CSC Area Offices in referring qualified candidates to the Commission's Washington Area Office for ultimate placement.

SSP subcommittees will direct potential candidates who have not competed to the nearest CSC Area Office to apply for notice of rating. Applications of those candidates with competitive elegibility and are mobile will be referred through agency employment channels for possible hiring in areas where shortages exist, locally or elsewhere, or directly to the CSC's Washington Area Office. For candidates who are qualified but unable to relocate, placement efforts will be coordinated with the local CSC Area Office.

For more information on this recruitment project, contact the Office of the Spanish Speaking Program, USCSC, Rm. 7534, 1900 E St., NW, Washington, D.C. 20415.

Co-op Program at Univ. of P.R.

Goddard Space Flight Center, an installation of the National Aeronautics and Space Administration, in connection with its efforts to increase the number of Hispanic engineers in its workforce, has begun recruiting at the College of Engineering of the University of Puerto Rico. Puerto Rican universities are American and are accredited accordingly.

In April of 1975, a representative from Goddard visited the university and interviewed many students. From these interviews it was apparent that opportunities were not available locally for students to gain work experience in their fields or to obtain part-time or summer employment.

Goddard's Spanish Speaking Program Coordinator, Dora Puleo, held a series of meetings with university officials and was successful in persuading the university to initiate efforts towards establishing a Cooperative Education Program to meet those students' needs. The program became operative in late 1976 and Goddard recently developed a working agreement with the College of Engineering. Selection of students to participate in the co-op program is expected to occur in the near future.

Since 1975, 19 Hispanic engineers from the University of Puerto Rico have been hired NASA-wide. Three of the engineers are at Goddard. Through its recruitment efforts in Puerto Rico, Goddard also has hired two female mathematicians.

For more information on co-op programs with the University, write Ms. Emma Mendez, Co-op Plan Coordinator, College of Engineering, University of Puerto Rico, Mayaguez, Puerto Rico, 00708.

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Editor: Ed Shell

The Chairman of the U.S. Civil Service Commission has determined that the publication of this periodical is necessary in the transaction of public business required by law of this agency. Use of funds for printing of this periodical has been approved by the Director, Office of Management and Budget through March 31, 1980.

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